

DOCUMENTATION OF CAREGIVER ORIENTATION
For caregivers, substitutes and volunteers in child care centers

Name of Caregiver _____

Orientation Requirement	Date Completed
1. I have read and I understand the center policies and procedures.	
2. I have read my job description and understand the duties assigned. I agree to carry out these duties.	
3. I have been introduced to the children who will be in my class and have been informed of any children with special conditions or needs.	
4. I have been trained to handle emergencies and accidents.	
5. I have been trained in this facility's discipline procedures.	
6. I understand the procedure for releasing children to parents or guardians.	
7. I understand that I am required to report suspected child abuse, neglect, or exploitation and have been trained in how to recognize and report suspected abuse	
8. I have read the State Child Care Center Rules and agree to follow them.	

Date Orientation Training was completed _____

First date of (unsupervised) employment _____

Signature of employee _____